

**Downtown Revitalization Committee**  
**Meeting Minutes**  
September 22, 2008

- I. **Present:** Chairman Harpie, Mayor Wright, Marie Dowling, Jay Bottalico, Mike Lenares, Jeff Hedberg (arrived at 7:15 p.m.)

**Others Present:** John Salomone, Town Manager Val Ginn, Mark Pappa, Ed Meehan, Town Planner

II. **Preparation for Consultant Interviews**

Chairman Harpie reviewed with the Committee the guidelines for the consultant presentations and the questions that have been prepared by staff for the Committee's consideration.

III. **Consultant Presentations**

In response to RFP No. 2 Municipal Parking Lot Improvement Project 10 firm's submitted proposals. Town Staff reviewed these submittals and recommended that the Committee receive presentations from three (3) firms:

Fuss & O'Neill  
BL Companies  
Milone & MacBroom

Each consultant team made a one half hour presentation and responded to Committee questions.

IV. **Committee Discussion**

The Committee concluded the presentations at 7:20 p.m. The Committee discussed it's impressions of each firms expertise, project team, experience with similar projects, project schedule and proposed lump sum fee, plus additional direct costs.

The consensus of Committee members was to meet on September 30<sup>th</sup> to continue to discuss their preferred consultant. The Town Planner was requested to develop a spread sheet of each firms proposed services and various fees to help the Committee's decision making.

V. **Adjournment**

The Committee adjourned at 8:10 p.m.

Submitted,

Edmund J. Meehan  
Town Planner